

CHAPTER 2 STATEMENT OF WORK/INDEPENDENT GOVERNMENT ESTIMATES

2-1. Introduction. This chapter provides guidance on preparing a SOW and IGE for UXO support during HTRW and construction activities. The district is responsible for executing the SOW and IGE for UXO support activities.

2-2. Statement of Work.

a. General. Project safety and health are overriding parameters of OE project design and execution. The OE MCX safety personnel are points-of-contact (POC) for UXO safety issues and have particular, specialized expertise in identifying, interpreting and implementing applicable safety requirements for OE projects. Each SOW for UXO support activities must be closely coordinated with these personnel.

b. Preparation.

(1) The PM is responsible for preparing the SOW for UXO support activities required in conjunction with HTRW or construction activities. The OE MCX may be consulted to provide the appropriate statements or paragraphs concerning background and authority for the task order or contract award.

(2) Appendix B provides an example SOW for UXO support during HTRW investigative activities on sites with known or suspected UXO. Appendix C provides an example SOW for UXO support during construction activities on sites with known or suspected UXO. The appropriate UXO support SOW may be used as an addendum to a larger SOW for an existing project.

(3) The examples provided in Appendices B and C should be followed to ensure that the applicable requirements (i.e., site visit, Work Plan preparation, UXO support procedures, quality control, reporting, and public affairs assistance) are included. The OE MCX should assist in the drafting of SOW verbiage when UXO support is required for HTRW activities not specifically referenced in Appendix B or when construction activities other than those presented in Appendix C are proposed and UXO support is required.

(4) Neither of these examples contains provisions for a records search by the contractor to determine what types of UXO might be encountered. Districts should consider completing a records search to determine the potential for contact with UXO and the potential types and quantities before using the SOW in Appendix B or C.

c. Review Process. Following the preparation of the SOW, the PM should submit copies to the OE MCX for review. The OE MCX will provide comments and written concurrence or

nonconcurrence for the decision/approval authority. The OE MCX will be allowed 15 calendar days from receipt of the SOW for this review. If no comments are received within this time frame, concurrence may be assumed by the executing agency.

2-3. Preparation of the IGE. Once the SOW is prepared, an IGE for UXO support during HTRW or construction activities is prepared. In preparing cost estimates for UXO support projects, the government cost estimator or project engineer must first consider the intent of the cost estimate in order to select the best cost-estimating tool.

a. If the objective is to estimate an order of magnitude cost for budgetary purposes, then a parametric model is used to provide costs for various phases of the project. The recommended USACE software program is the Remedial Action Cost Engineering and Requirements System (RACER).

b. If the objective is to provide a detailed independent cost estimate to be used as the basis for negotiation for a stand-alone contract or individual task orders under a particular indefinite delivery order (IDO) contract, then a detailed cost estimate is required. The structure of the cost estimate will vary depending on the contract type. The recommended USACE software programs for detailed estimates are Micro Computer-Aided Cost Engineering System (MCACES) Gold Version 5.3, MCACES for Windows, Lotus 123™ spreadsheets, or Excel™ spreadsheets. The cost estimator or project engineer may develop crew and productivity sheets for the various field activities or tasks in the SOW to determine the duration or number of hours for the various labor categories needed to support each task. The labor rates are burdened rates and reflect all contractor mark-ups. Materials and travel and per diem are duration driven and totaled separately from the labor. The materials estimated can be purchased, rented, or allocated to overhead.